

DeSales University
Instructional Technology Specialist Certificate Program – Internship Proposal Form

- ❖ Task 1: Coordinate, develop and facilitate professional development and training in the area of technology integration as well as the use of classroom equipment.
 - Technology Integration Graduate Class – St. Francis University; Share technology integration ideas and projects with graduate students
 - Techapalooza – California University of Pennsylvania; Facilitate technology integration sessions for classroom teachers
 - Cool Tools for the 21st Century Classroom – Bellwood-Antis School District In-service Program; Share technology integration ideas and projects with faculty and staff
 - Tech Tip of the Week – Integration tips created and distributed to Bellwood-Antis School District staff and approximately 60+ additional teachers and instructional technology coaches in Pennsylvania, Maryland, New Jersey and Georgia
 - 21st Century Technology Integration blog – Updated weekly with integration ideas, resources and/or articles for classroom teachers
 - Conduct professional development and trainings on an as needed basis (i.e. Microsoft Math, Interactive whiteboard usage, Web 2.0 tools, etc.)
- ❖ Task 2: Assist K-12 teachers with the implementation of technology into the curriculum (meet individually with teachers to plan technology-related lesson, projects and activities)
- ❖ Task 3: Assist with the installation of interactive whiteboards into special education classrooms.
- ❖ Task 4: Organize and supervise a Middle School Technology Club and corresponding activities for students in Grades 5-8.
- ❖ Task 5: Organize, supervise, manage and update the “iCrowd” web page, a high school web-based project/pilot program in which students will create various forms of media (photos, videos, articles, etc.) to promote and highlight district-wide sports programs.
- ❖ Task 6: Instruct students on how to effectively use technology-based tools, applications, programs and equipment – New teaching assignments for the 2011-12 school year include Grade 5 Computers & High School Multimedia I & II
- ❖ Task 7: Set-up necessary equipment (cameras, sound, network connections, etc.) for middle school and high school morning announcements. Assist with the organization and development of materials and media for these daily activities.
- ❖ Task 8: Manage weekly updates on the district’s Windows Server Update Services (WSUS) server.
- ❖ Task 9: Troubleshoot printing and mechanical issues in the high school and middle school computer labs.

- ❖ Task 10: Assist the technology coordinator with researching items for the 2012-13 budget.

Projected time to be spent on each task (based on 14 week semester):

- ❖ Task 1: Professional Development (September – December): 60 hours
- ❖ Task 2: Instructional Technology Coach (September – December): 1 hour/week – 14 hours
- ❖ Task 3: Interactive Whiteboard Installation (September – December): 1.5 hours/installation – 3 hours
- ❖ Task 4: Middle School Technology Club (September – December): 2-3 hours/week – 42 hours
- ❖ Task 5: iCrowd Web Page Project (September – December): 1 hour/week – 14 hours
- ❖ Task 6: Computer Class Instructor (September – December): 6 hours/week – 84 hours
- ❖ Task 7: MS/HS Morning Announcements (September – December): 1-2 hours/week – 28 hours
- ❖ Task 8: WSUS Server Updates (September – December): 30 minutes/week – 7 hours
- ❖ Task 9: Computer Lab Maintenance (September – December): 1 hour/week – 14 hours
- ❖ Task 10: Budgeting (September – December): 5 hours

Total number of hours required to meet Practicum requirements: 90

Total number of hours projected to be completed: 271

JANE L. FORSHEY
Student's Printed Name

Jane L. Forshey
Signature

8/29/11
Date

BELLWOOD-ANTIS SCHOOL DIST
School in which internship will take place

BELLWOOD-ANTIS SCHOOL DIST.
School District

TECHNOLOGY COORDINATOR
School District Internship Supervisor

Michelle M. Lopez
Signature

8-29-11
Date

TECHNOLOGY COORDINATION
Title of School District Internship Supervisor

Brenda Calhoun
DeSales University Internship Supervisor

Brenda Calhoun
Signature

8-29-11
Date